

Trustee §341 Meeting Filings

This procedure was developed to expedite the processing of §341 Meetings between the court and the Trustee. This feature enables the Trustee to enter the outcome of debtor appearances and have the event immediately recorded to each case record.

This feature offers these benefits:

- More timely entries
- More efficiency in processing multiple meetings by each trustee
- Ease of entry
- Reduction of paperwork
- Automatic entry to the docket
- Notice of electronic filing certifying the entry

The process is illustrated below and designed to be executed by the trustee. The trustee will have access only to his/her own cases. A user must be logged in as the trustee of record for the targeted activity to appear.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1).



Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen is presented. The trustee should select Trustee's §341 Filings. (See Figure 2)



Figure 2

STEP 3 The **§341 MEETING DATE** screen is presented. (See Figure 3.)

Trustee's 341 Filings

Date:

Figure 3

- ◆ Enter the date of the §341 Meeting to be processed.
- ◆ Click **[Next]**.

STEP 4 The **§341 MEETING PROCESSING** screen displays a list of debtors whose appearances had been scheduled for that day for that trustee. (See Figure 4.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

U.S. Bankruptcy Court
Western District of Kentucky
Trustee Julie Brown Apperson
Date: 11/22/2005

Case No.	Asset	Report of No-Distribution	Undetermined	No Show	No Support Doc	Pass
05-60010 James William Common and Julia Altoo Common	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
05-60011 James William Common and Julia Altoo Common	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- ◆ There are 6 radio button choices for each case. Each of these columns represents an event in the court's event listing. The "Report of No-Distribution" is the default. The selections are:

- **Asset** - By checking this radio button the court's entry of ***"Meeting of Creditors Held - Assets. Trustee requests Notice of Assets be sent to all creditors"*** will be docketed to the case and the §341 meeting will be satisfied.
- **Report of No Distribution** -By checking this radio button the court's entry of ***"Meeting of Creditors Held - Trustee's Report of No Distribution. Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11U.S.C. 704 and has concluded that there are no assets to administer for the benefit of creditors of this estate."*** will be docketed to the case and the §341 meeting will be satisfied.
- **Undetermined** - By checking this radio button the court's entry of ***"Meeting of Creditors Held - Asset Status is undetermined at this time"*** will be docketed to the case and the §341 meeting will be satisfied. Once the asset status is determined the trustee is instructed to manually docket the appropriate event which may be found from the ECF menu "Bankruptcy" then "Trustee/US Trustee".
- **No Show - THIS BUTTON WILL ONLY BE CHECKED WHEN BOTH DEBTORS DO NOT APPEAR.** By checking this radio button the court's entry of ***"Meeting of Creditors Not Held"*** will be docketed to the case, however the §341 meeting will **NOT** be satisfied. The Clerks office will set a ten day deadline for the debtor to file a motion to dismiss, convert, excuse, or continue said hearing.
- **No Support Doc** - By checking this radio button the court's entry of ***"Meeting of Creditors Not Held Due to No Supporting Documents Submitted"*** will be docketed to the case, however the §341 meeting will **NOT** be satisfied.
- **Pass** - No processing will be done to this case. This button is to be used if:
 - **Joint filing and only one debtor appears.**
 - The trustee is instructed to manually docket the event "Meeting of Creditors Not Held - Chapter 7,11,12". This event is found from the ECF menu "Bankruptcy", "Trustee/US Trustee", then select from the pick list "Meeting of Creditors Not Held - Chapter 7,11,12". This events allows the trustee to

indicate that only one debtor appeared.

- **The debtors appear however, the trustee passes the hearing to verify information such as a Social Security Number**
 - ▶ This case will appear on the docket until one of the other options is selected. It will not automatically be rescheduled to another docket. The trustee will need to enter the original §341 meeting date to have the debtors name appear again to select an option.

- **Trustee wishes to adjourn meeting to next docket.**
 - ▶ The trustee is instructed to manually docket the event "Virtual - Meeting of Creditors Adjourned - Chapter 7". This event is found from the ECF menu "Bankruptcy", "Trustee/US Trustee", then select from the pick list "Virtual - Meeting of Creditors Adjourned - Chapter 7". This event will prompt for the next meeting date and time for the trustee and the case will automatically move to that docket. **This event should be used for limited purposes only.**

◆ After all selections are made, Click **[Submit]**.

STEP 5 Only one **NOTICE OF ELECTRONIC FILING** will be produced including every case in this process. **(See Figures 5)**

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout 	
U.S. Bankruptcy Court	
Western District of Kentucky	
Notice of Electronic Filing	
The following transaction was received from Trustee, J entered on 8/8/2002 at 5:48 PM EDT and Eled on 8/8/2002	
Case Name:	Andy R. Griffith and Helen Darlene Griffith
Case Number:	02-30417
Document Number:	
Docket Text:	
Meeting of Creditors Held - Asset. Trustee requests Notice of Assets be sent to all creditors. (Trustee, J)	
Case Name:	Elvis Aaron Presley and Lisa Presley
Case Number:	02-30418
Document Number:	
Docket Text:	
Meeting of Creditors Held - Trustee's Report of No Distribution. Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. 704 and has concluded that there are no assets to administer for the benefit of creditors of this estate. (Trustee, J)	
Case Name:	Jane Elaine Hicks and Rick Roy Hicks
Case Number:	02-30419
Document Number:	
Docket Text:	
Meeting of Creditors Held - Asset Status is undetermined at this time. (Trustee, J)	
Case Name:	Shaquille O'Neal
Case Number:	02-30420
Document Number:	
Docket Text:	
Meeting of Creditors Held - Asset Status is undetermined at this time. (Trustee, J)	
Case Name:	Nathan Bedford Forrest
Case Number:	02-30421
Document Number:	
Docket Text:	
Meeting of Creditors Not Held. A ten day deadline regarding same to be set by Clerk's Office. (Trustee, J)	
The following document(s) are associated with this transaction:	
02-30417 Notice will be electronically mailed to:	
J Attorney	susan_craven@kywb.uscourts.gov

Figure 5